



Ethanol Products, LLC
3939 N. Webb Rd.
Wichita, KS 67226
poetep.com

PHONE: 316.303.1380
FAX: 316.267.1071

Network Administrator- JOB DESCRIPTION

The primary activities of this role have matters of significance relating to the business support operations of POET Ethanol Products and its customers which require the exercise of discretion and independent judgment. This role will focus on our IT infrastructure primarily located on-site at our multi-building Wichita, KS locations.

Responsibilities Include

- Installation, maintenance, and support of hardware, operating systems and related applications on servers and clients.
- Maintain, monitor, and troubleshoot system health and performance.
- Assist in planning of computer system and network growth.
- Documentation of systems, standards, procedures, and guides
- Assist with maintenance and monitoring of data networked video communications and VoIP phone systems.
- Assist with maintaining network and system security.
- Assist Information Systems staff members in direct and indirect support of computer systems.
- Other duties as assigned.

This position is at times a fast-paced role that will have some responsibilities outside of normal business hours. The qualified candidate should have the ability to adapt to shifting priorities and tasks characteristic of an IT operations role.

Requirements

The qualified candidate should possess the following characteristics:

- 3+ years minimum of relevant recent work experience in a network administration type role.
- Information Systems/Computer Science degree and/or relevant work experience and/or industry certifications.
- Experience working with Microsoft Office 2013 or newer, Microsoft Server products, SQL Server 2014 or newer, and Active Directory environments.
- Ability to work in a team environment without a lot of oversight.
- High attention to detail.
- Strong written and verbal communication skills.
- Proven track record of exhibiting good problem-solving skills and being a dependable, self-motivated employee.
- Able to drive a motor vehicle, lift 60+ pounds, stoop, kneel, crouch, crawl, etc.

In addition to the requirements above, the following skills are preferred:

- Relevant industry certifications
- Experience with fibre-channel and iSCSI storage networks, webserver platforms, mobile device management, Microsoft Group Policy, firewall management, replication solutions, enterprise backup software, robotic tape libraries, centrally-managed anti-malware software, SFTP/FTP[S], encryption, X.509 certificates, system image creation/cloning, IP-based surveillance systems, etc.
- Specific and significant experience with Exchange 2016, Microsoft Failover Clustering, Apple iOS, Windows Server 2012 and newer, Microsoft Hyper-V, Cisco Call Manager, Juniper switches, Aruba wireless systems, Microsoft WSUS, SolarWinds monitoring platform
- Strong understanding of network concepts including VLANs, routing, VPNs, DHCP, DNS, TCP/IP, PoE, STP, etc.
- Experience in the petroleum, ethanol, or related industry.

Work Environment

POET Ethanol Products provides a relaxed, but professional, non-smoking work environment and a very competitive benefits package. We are proud to be an Equal Opportunity Employer.

If you are interested in joining the Poet Ethanol Products team please complete the online application on the POET EP website <http://poetep.com/careers/apply/> and submit your resume and a cover letter explaining why you would be a good fit for this position.